

# MAJHIPARA AMBEDKAR CENTRE FOR HUMAN RESEARCH AND DEVELOPMENT

185-D Majhipara Road, Thakurpukur, Kolkata-700063, W. BENGAL, INDIA  
PH: 033-24532315 / 09433211479 / 9073480040; E-Mail: [machrd.centre@gmail.com](mailto:machrd.centre@gmail.com)

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## CHILD PROTECTION POLICY

### **PREAMBLE**

Majhipara Ambedkar Centre for Human Research and Development (MACHRD) reaffirms its philosophy and values that children are persons with rights. The policy thus becomes binding for all those associated with the organization, in *protecting, promoting and securing* the rights of all children at all the times, at all levels and in whatever capacity one operates. Hence, any form of child abuse or violation of child rights will not be tolerated. By adopting Child Protection Policy, Majhipara Ambedkar Centre for Human Research and Development (MACHRD) intends to streamline all her interventions and make it child sensitive.

### **POLICY VISION**

All children live in inclusive and protective environment where their Dignity and Rights are respected.

### **POLICY MISSION**

To generate environment in the communities and society that is safe, secured and conducive to the all round development of **all** its children irrespective of gender, age, disability, caste, social categories, creed, religion, or economic position.

### **SCOPE**

Generating protective and safe environment and protecting a child from any type of abuse is the moral responsibility of MACHRD within the operational areas where MACHRD programs are implemented. When the child abuse cases get reported to MACHRD from within its operational areas, it is the duty of MACHRD to address the issue in accordance to the CHILD PROTECTION POLICY. In case of report of child abuse from areas other than operational, if it comes to her knowledge, it will have the moral responsibility to direct the same to referral services for the victim to concerned Child protection bodies or bodies within the Juvenile Justice system.

### **POLICY STATEMENT**

Majhipara Ambedkar Centre for Human Research and Development (MACHRD) is committed to creating and maintaining an environment, which is conducive to promotion of the rights of all children. Thereby, it is also committed to prevent and deal with all kinds of abuses and exploitation of children. Hence,

- MACHRD is committed to prevent child abuse.
- MACHRD takes positive action to prevent child abusers becoming involved in any way in her operation and takes stringent measures to prevent partners and associates from employing child abusers.

## **DEFINITIONS**

### **Who is a child?**

A "juvenile" or "child" means a person who has not completed eighteenth year of age, as per section 2(k) of the Juvenile Justice (Care and Protection of Children) Act, 2000 as amended from time to time. This is in conformity with UNCRC, 1989 (article 1).

### **CHILD PROTECTION: WHAT DOES IT MEAN TO MACHRD**

All the four major rights of children as enshrined in United Nation Convention on the Rights of Children (UNCRC) viz. *Right to Survival; Right to Development; Right to Protection; Right to Participation shall be protected and secured.*

### **CHILD ABUSE**

Child abuse is a state of emotional, physical, economic and sexual maltreatment meted out to a person below the age of eighteen years. (WHO) Child abuse is a violation of the basic human rights of a child. Child abuse has serious physical and psycho-social consequences which adversely affect the health and overall well-being of a child.

Child abuse refers to the intended, unintended or perceived maltreatment of the child, whether habitual or not, including any act, deed or word that debases, degrades or demeans the intrinsic worth and dignity of a child. Detail of types of abuse and possible indicators of abuse are mentioned in operational guideline.

MACHRD and its partners respect children's right to privacy. Operation guideline has been developed for all co-workers and external partners involved in spreading information on children's rights and in creating and distributing publicity material.

### **RESPONSIBILITIES OF MACHRD**

MACHRD will respond to all child abuse concerns keeping the following principle in mind:

- i. Safety and security of the child is paramount. Hence, all steps necessary shall be ensured by MACHRD.
- ii. All further steps to address the child abuse concerns shall be in the best interest of the child.
- iii. All investigation into suspected or actual child abuse cases shall be strictly confidential and on a need to know basis.

In view of operationalizing the policy, MACHRD will do the following;

#### **1. PREVENTION**

##### **a. Awareness and Sensitization**

Raise awareness of child abuse and its risks for staff and partners. The development of an open and responsive culture in all MACHRD and partners' programmes and within the communities that the Organisations work with, is essential for safeguarding children. MACHRD as an organization and as individual co-workers need the courage to break the silence and taboo of discussing child abuse. Through protected, clear, and honest communication the Organisation gives and receives both positive and critical feedback.

##### **b. Provide guidance on how to safeguard children from abuse**

To prevent child abuse MACHRD needs to create and maintain an environment which promotes the core values of the Organization. Family strengthening programmes and any other initiatives specific to protection of children and programmes of such nature be supported.

## **2. REPORTING**

Set up and adhere to a clear and simple reporting procedure.

MACHRD takes and must take all concerns raised seriously, be it in a MACHRD's community development Programme or other programs and take appropriate action. MACHRD has defined clear reporting and responding procedures, internal communication lines, and the roles and responsibilities of all people involved.

## **3. RESPONDING**

Ensure clear action is taken when child abuse is suspected or reported.

All forms of child abuse are taken and must be taken seriously, without exception and in all MACHRD's programmes, and are to be responded according to the gravity of the offence. MACHRD ensures that there is always a response, regardless of whether the abuse committed is considered large or small.

By responding it is guaranteed that a transparent and fair procedure is followed, so that nobody is falsely convicted and the rights of everyone involved are protected.

## **CONCLUSION**

Through this policy Majhiara Ambedkar Centre for Human Research and Development (MACHRD) and her partners will ensure the protection of children with whom and where they work at the same time those that come to their knowledge.

**(SECRETARY)**

**(PRESIDENT)**

*Children shall inherit the kingdom of God*

MACHRD

# OPERATIONAL GUIDELINES FOR PROTECTION OF RIGHTS OF CHILDREN IN MACHRD

## **I. INTRODUCTION**

The operational guideline is to facilitate the implementation of Child Protection Policy (CPP) of Majhipara Ambedkar Centre for Human Research and Development (MACHRD). These guidelines give direction as to how (procedures) child rights protection initiatives should be promoted and Child abuse cases be addressed from Child Rights perspectives. These guidelines will also help streamline the monitoring and evaluation of the processes and policy implementation.

## **II. DEFINING TERMINOLOGY**

<b>Allegation</b>	a statement which says that someone has done something wrong or illegal but has not yet been proven to be true or otherwise.
<b>Alleged Perpetrator are</b>	person thought, but yet to be proven responsible for the actions that the subject of concern or incident that is being reported.
<b>Child</b>	A child means every human being below the age of eighteen years.
<b>Child Protection</b>	<i>Child Protection is the term used to describe the responsibilities and activities undertaken to prevent or to stop children being abused, neglected or ill-treated.</i>
<b>Child Victim</b>	Child who has suffered or may be suffering or is at risk of suffering as a result of the issue that is being reported.
<b>Complainant</b>	Person reporting the issue. Note that the complainant may also be the recorder if they are the same person recording or writing up the issue.
<b>Complaint</b>	a formal statement verbal or written that something is wrong or unsatisfactory or of suspected, potential, alleged or actual abuse.
<b>Concern</b>	something that causes worry or is of worry
<b>Incident</b>	the event which is being reported
<b>Issue</b>	the Child Protection concern, complaint or incident being reported

## **III. KINDS OF ABUSE**

<b>Physical Abuse</b>	is the actual or potential physical harm caused by an action or lack of action, which is reasonably within the control of the parent or person in a position of responsibility, power or trust.
<b>Sexual Abuse</b>	is evidenced by an activity between a child and an adult or another child who, by age or development, is in a relationship of responsibility, trust or power; the activity being intended to gratify or satisfy the (sexual) needs of the other person.

<b>Emotional Abuse</b>	<p>is the persistent emotional ill treatment of a child that adversely affects his or her self-perception and development. It includes the failure to provide a developmentally appropriate, supportive environment, including the availability of a primary attachment figure, so that the child can develop a stable and full range of emotional and social competencies commensurate with her or his personal potential and in the context of the society in which the child dwells. There may also be acts toward the child that cause or have a high probability of causing harm to the child's health or physical, mental, spiritual, moral or social development. These acts must be reasonably within the control of the parent or person in a relationship of responsibility, trust or power. Acts include restriction of movement, patterns of belittling, denigrating, scapegoating, threatening, scaring, discriminating, ridiculing, or other non-physical forms of hostile or rejecting treatment (WHO, 1999).</p>
<b>Economic abuse</b>	<p>refers to use of the child in work or other activities for the benefit of others. This includes, but is not limited to, child labour and child prostitution. These activities are to the detriment of the child's physical or mental health, education, moral or social-emotional development (WHO, 1999).</p>
<b>Neglect and negligent treatment</b>	<p>is the intentional or unintentional inattention or omission on the part of the family or caregiver to provide for the health and development of the child in all aspects in the context of resources reasonably available to them and which causes, or has the potential of causing, harm to the child's health or development. This includes the failure to properly supervise and protect children from harm as much as is feasible.</p>
<b>Child to child abuse</b>	<p>is allegation or concern regarding the abuse of a child by another child need to be responded to, with particular sensitivity, nevertheless, they have to be dealt with through the child protection procedures. All work with young people who have committed abuse requires an effective approach which ensures the protection of people affected, while at the same time supporting the young person in challenging and changing his/her behavior.</p>
<b>Bullying</b>	<p>is understood to be a significant and very common form of harm that children experience. This may take the form of physical or verbal intimidation, aggression, violence, or exclusion on the part of a person – typically a peer or another child/young person, who is more powerful than the victim of the bullying. Bullying may happen for a number of reasons and includes expressions of racist and sexist attitudes.</p>
<b>Abuse using the Internet or other media and abusive images of children which</b>	<p>is commonly referred to as child pornography, is defined as any representation, by whatever means of a child engaged in real or simulated explicit sexual activities or any representation of the sexual parts of a child for sexual purposes.</p>
<b>Historical</b>	<p>Historical abuse in this policy refers to abuse which an adult reports</p>

allegations  
of abuse

as having suffered as a child or young person while in contact with MACHRD / associates. It is often the case that an individual does not report abuse until many years after the event. Any such allegations are raised as a child protection concern through the child protection procedures. MACHRD is prepared to handle historical allegations of abuse transparently and responsibly.

#### **IV. VIOLATION OF CHILDREN'S PRIVACY**

This relates to the protection of a child's privacy that refers to private data of the child as well as pictures, texts, films etc. about children which are produced for publicity purposes. Any information about a child's history, medical condition and family background has to be stored carefully in MACHRD / partners' administration. These data are to be handled confidentially and with discretion. Children and even their parents or caregivers might not always be aware of a specific form of emotional abuse which might occur in fundraising, public relations or communication. MACHRD and partners should not produce unauthorized publicity material (pictures, films, texts, etc.) featuring boys or girls; or by presenting sensitive information within a context that reveals the child's identity and violates children's right.

#### **V. PERPETRATOR**

is a person who is proven guilty of child abuse within the meaning and context of MACHRD's Child Protection Policy.

#### **VI. RECORDER**

is a person recording or writing up the issue being reported. Note that the recorder can also be the complainant if they are the same person reporting the issue.

#### **VII. POSSIBLE INDICATORS OF ABUSE (Annexure-I)**

In order to facilitate identification of an abuse possible indicators are given in the annexure.

#### **VIII. GUIDELINE FOR USE OF CHILDREN'S IMAGE (Annexure-II)**

This guideline is designed to assist MACHRD's staff and volunteers in the use of children's images. This guideline applies to any child's image in any form of media. The guideline should be read in conjunction with MACHRD's child protection policy.

#### **IX. GUIDELINE FOR PHOTOGRAPHERS / VIDEOGRAPHERS (Annexure-III)**

Every child has a right to identity and its confidentiality. The photographers and videographers must respect these rights of the child in development intervention of MACHRD.

#### **X. GUIDELINE FOR MEDIA (Annexure-IV)**

Juvenile Justice (Care and Protection of Children) Act 2000 as amended in 2006, section 21 lays down the norms for media including the penalty.

#### **XI. CHILD PROTECTION COMMITTEE (CPC)**

The Child Protection Committee will comprise of 3 members as under;  
Secretary/Convenor

Member or Nominee of Governing Board

One external/internal expert on Child rights and related laws.

There should at least be 1 women member1.

All members must have experience of handling children and sensitive to children issues.

(Members can be chosen from among: *Gender thematic leader; one person from related field having understanding of the issue (HR); a member from Project Team of victim and/or employee, a member of management team, one external person having background of child protection as well as law/ or one person exclusively with related law background*)

**FREQUENCY** Meeting once in a quarter and also within a day of the reporting of a case.

## **XII. ROLE & RESPONSIBILITY**

- i. Protect the child in all CPC dealings and decisions keeping the best interest of the child in view.
- ii. Referral to State/National Authorities: In every case in which a crime appears to have been committed, CPC must inform the relevant state/national authorities (e.g. Police, National/State Commission for Protection of Child Rights (N/SCPCR), Child Welfare Committee (CWC)) responsible for investigating such matters and for protecting children.
- iii. Review and monitor CPP every six months, to ensure its full implementation.
- iv. Reviewing CP Procedures/guidelines/reporting formats once in a year.
- v. Support management to ensure that the work places are truly child safe.
- vi. Facilitate reporting (including investigation) into potential internal child abuse cases.
- vii. The CPC will look into all the reported cases of child abuse of MACHRD.
- viii. Gather and disseminate CPP related material to all partners.
- ix. Maintain proper minutes of its meetings, important decisions arrived at, reported cases and interventions.

## **XIII. CODE OF CONDUCT**

MACHRD has its own HR policy that decides the code of conduct of its staff which will also be applicable in relation to child protection issues. In addition to HR Policy, each employee will have to sign code of conduct (at the joining for new staff).

Staff - *Annexure-V*

## **XIV. PROCEDURE FOR REPORTING & RESPONDING**

Reporting form- (*Annexure-VI*)

**MACHRD's INVOLVEMENT IN PREVENTION OF AND DEALING WITH CASES OF CHILD ABUSE PREVENTION**  
Capacity building of staff and partners.

MACHRD will ensure the following through the assistance of external experts and CPC:

- i. Training for Child Protection Committee members to ensure adequate capacity;
- ii. Facilitate orientation on CPP of new staff;
- iii. Ensure and Facilitate capacity enhancement and awareness increase for MACHRD's staff and partners;
- iv. Facilitate generating child protective ethos in the organization by holding sensitization and training programmes on various aspects of Child Protection within the organization with the support of outside experts also;
- v. MACHRD will encourage partner organizations to develop their own child protection policy;
- vi. Review of the policy and operational guidelines annually as per the experience of implementation.

#### **XV. ADDRESSING CASES OF CHILD ABUSE**

- a. Reporting to State/national concerned bodies like Police, CWC, N/SCPCR, NHRC/SHRC etc;
- b. Registering the case where there is alleged offenders;
- c. Relate to and avail Juvenile Justice systems;
- d. Facilitating counseling to the victim child and family as part of its moral responsibility.

#### **XVI. PENALTIES**

1. The operational guidelines specify the details of the penalties that are to be given for proven cases of child abuse.
  2. When specifying the penalty, the circumstances of the case, the details of the victim and the perpetrator and the past work record of the perpetrator should be taken into account.
  3. The penalties could range from a warning to dismissal from service as specified in the Code of Conduct and Disciplinary Procedure of MACHRD (HR policy).
  4. The CPC will ensure that MACHRD reports child abuse cases and alleged offenders to the concerned state /national bodies so that the law can take its own course.
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## ANNEXURE- II

### **GUIDELINES FOR THE USE OF CHILDREN'S IMAGES**

#### **PURPOSE**

The UN Convention on the Rights of the Child asserts that every child has the right to privacy and this extends to the right not to have their image used for any purpose for which they have not given consent.

These guidelines set out MACHRD's requirements for the use of any image (either still or moving) in any media publication either internal or external to MACHRD.

In this context, media publications include all print media (books/ reports/ newspapers/ press releases etc.), broadcast media (television/ radio etc.), and electronic or internet media (web/streaming/ multimedia).

The purpose of these guidelines is to ensure that, as a responsible development NGO, MACHRD uses children's images in ways which respect the rights of children, which are in line with MACHRD's child protection policy and ethos.

MACHRD has an ethical and professional duty to promote the highest standards in the way in which children are presented and represented by it.

#### **OBTAINING IMAGES**

If one commissions an agent to obtain an image (for example a freelance photographer or videographer), he/she should ensure that the copyright and all other intellectual property rights for the images are assigned to MACHRD.

In some cases a photographer may not agree to MACHRD having the copyright, so although this must always be MACHRD's starting point if one is adamant that he/she wants the services of a particular photographer and they refuse to give MACHRD the copyright, this clause can be amended.

If this is the case, be careful to ensure that MACHRD has royalty free, unlimited, worldwide, perpetual, irrevocable rights to use the shots in all media and that the photographer undertakes not to make the shots available to any other development organisation or NGO. MACHRD must also have the rights to make the photographs available to their publishers for use in MACHRD's publications and materials and also to journalists for them to use exclusively with articles about MACHRD.

Photographers and videographers should be accompanied on their assignment by a MACHRD member of staff and all photo sessions must be supervised. The staff member has a key role to ensure the protection of children and it is also their responsibility to obtain consent forms from the guardians of the children being photographed wherever appropriate.

#### **CONSENT TO USE IMAGES**

As a general rule of law, the person who is the subject of a photograph or video recording has the right to object to the use of their images being published or broadcast (despite the fact that they may not own the intellectual property rights). You must therefore ensure that you obtain the consent of the person being photographed or filmed to be able to use it.

As images are often shared between separate parts of MACHRD, one must ensure that the person also consents to his/her images being used by MACHRD in any country in the world and in any form of media.

Consent in this context means informed consent. An individual must understand and acknowledge what he/she is giving consent for. In many circumstances, a child cannot give informed consent and so it will be necessary to obtain the consent of the child's parents or guardian.

In some circumstances, it may not be possible to obtain the informed consent of a parent or guardian of the child. If this is the case one may have to consider whether a responsible independent third party (for example a school teacher or doctor) could explain the consent process to the parents

(or guardians) and the child, and why their consent is required. They should state that the image may be used in any country in the world and in any form of media and that the parents (or guardian) and the child have understood and given their consent

In all cases, it must be explained to the parents (or guardian) and to the child that they are not under any obligation to agree to the use of the images. If consent is not obtained then the image cannot be used.

One must note that these requirements may conflict with the self-interest of MACHRD's contractors. For example a photographer may be commissioned to take a set number of photographs for MACHRD. If that contractor takes photographs of a group of several children, the photographer may not be willing to spend as much time speaking to those children and their parents to ensure that consent has been obtained.

For this reason, all photographers must be accompanied into the field to ensure that consent is obtained. A MACHRD representative must work with the photographer or videographer to ensure that the children who are the subject of the images are identified and the necessary consent is obtained.

### **OCCASIONS WHEN CHILDREN'S CONSENT IS NOT NEEDED**

As a general rule, all children who are the subject of a photograph or video recording will need to give their consent, either directly or through their parents or guardians, for MACHRD to be able to use their image. However, this is not always the case. Photographs or footage of people in a 'street scene' do not need consent for the image to be used. This is because the image has been taken in a public place and the people in the image are not the direct subject; in this case, it is the street which is the subject of the image and the people in it are merely incidental to that scene.

Equally, there is a distinction between a photograph or footage of one or two children who are required to give consent and an image of a number of children who are not required to give consent. This distinction lies not in the number of children in the image but rather whether the children are aware that the image is being taken and if the children are in a public place or not.

For example, for an image taken of a group of children playing unawares in the street, consent is not needed because the children are in a public place and they are not aware that a picture is being taken of them. However, a group of children playing in a school playground will need consent because their image has not been taken in a public place.

There is a fine distinction as to whether or not consent is required; the distinction is often difficult to gauge and will be different in every circumstance. Generally, the consent of all the children photographed and filmed should always be acquired.

### **STORING IMAGES**

If one stores an image with details of the subject (i.e. the name and address of the child), that data is 'personal data' and may be subject to data protection laws in respected countries. This will usually mean that the information may only be kept for as long as is necessary and it may not be used for any purpose other than that which it was intended to be used for.

### **STORAGE OF CONSENT FORMS**

Once consent forms have been signed, they must be stored in a manner which is secure for reasons of confidentiality and data protection, but also readily available should the need arise for MACHRD to show that a child has given consent.

How the consent forms are stored is a matter for the NGO or Country Office to decide, but they should be kept in such a way as to allow the images to be 'married up' with the consent forms. The consent forms must be kept for as long as the image is used which is usually *five years*.

*Consent forms should never be shown to a third party.*

## **IDENTIFYING CHILDREN IN MEDIA PUBLICATIONS**

One of the fundamental rights of the child is the *right to a name*. This must be balanced with MACHRD's policy on child protection to prevent a child's identity falling into the hands of those who may wish to harm that child.

Children who have experienced violence, exploitation, abuse or are in some way vulnerable or at risk if identified should not have their faces displayed or be represented in any way that may lead to their identification. Their names and location should also be concealed.

In general, a child's real name should not be used in media publications or broadcasts, or if it is (for example where it is considered that a child would benefit from increased self-esteem by seeing their name in print) the information given should not allow their precise location to be identified (either directly or indirectly). For example, a child's identity and location could be discovered if an image of a child is published or broadcast which shows the name of his or her school and location.

When false names are used, the media should refer to the fact that names have been changed.

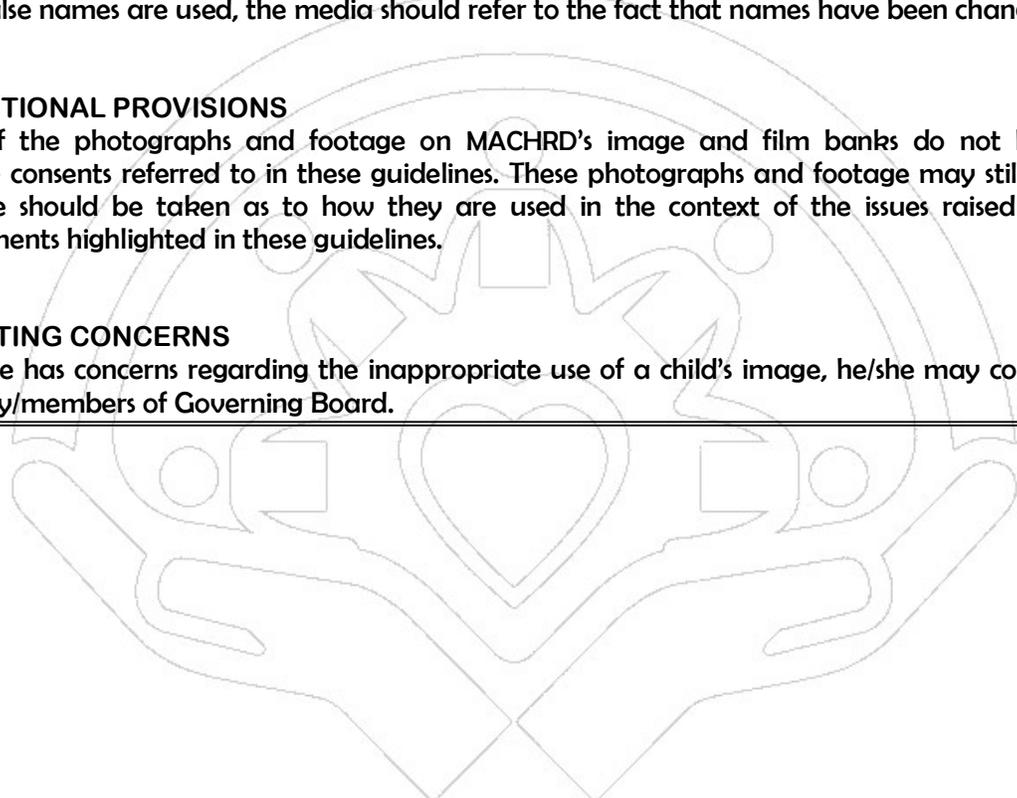
## **TRANSITIONAL PROVISIONS**

Many of the photographs and footage on MACHRD's image and film banks do not have the requisite consents referred to in these guidelines. These photographs and footage may still be used but care should be taken as to how they are used in the context of the issues raised and the requirements highlighted in these guidelines.

## **REPORTING CONCERNS**

If anyone has concerns regarding the inappropriate use of a child's image, he/she may contact the Secretary/members of Governing Board.

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MACHRD

## **ANNEXURE- III**

### **CHILD PROTECTION GUIDELINES FOR PHOTOGRAPHER / VIDEOGRAPHER**

#### **Child editorial principles**

MACHRD to ensure that the physical and emotional welfare and the dignity of children and their “best interest” are protected during the making and broadcast of programmes and online content.

MACHRD to ensure that children are not caused unnecessary anxiety or distress by their involvement in programmes or by their broadcast.

MACHRD must balance its responsibility to protect children from unsuitable content with their rights to freedom of expression and freedom to receive information.

#### **Child protection policy**

MACHRD should apply the principles of MACHRD’s Child Protection Policy in its dealings with children. The welfare of children is to be paramount consideration of MACHRD. All children, regardless of age, disability, gender, racial or ethnic origin, religious belief and sexual identity have a right to protection from harm or abuse.

In the course of MACHRD’s activities if it is of suspect that a child may be at risk, the situation must be referred immediately to MACHRD’s Child Protection focal person.

#### **Children & consent**

Photographers and videographers should seek the verbal consent of parents or legal guardians, or other person of eighteen before photographing or interviewing children. In case of sensitive matter, the consent of the parent/guardian or child must be sought. Children should not be asked for views on matters likely to be beyond their capacity to answer properly without consent.

#### **When filming children**

Ensure that the child and, when necessary, the parent/guardian, or other person of eighteen understands the nature of the project and is able to give informed consent.

Obtain the consent of the child and respect any refusal to take part in any activity.

Do not give any financial inducement to the child or parent/guardian to secure consent. The payment of expenses is acceptable as long as they are reasonable and legitimate.

Obtain permission from the head teacher for filming or interviewing on school premises or during school hours.

#### **Contributions from children & young people**

MACHRD must consider carefully the impact and possible consequences of any material which involves a child, both during the production process and once the material has been broadcast. This applies whether or not we have secured parental consent.

Children are often eager to contribute but many lack the judgment necessary to assess the longer-term impact it may have on their lives.

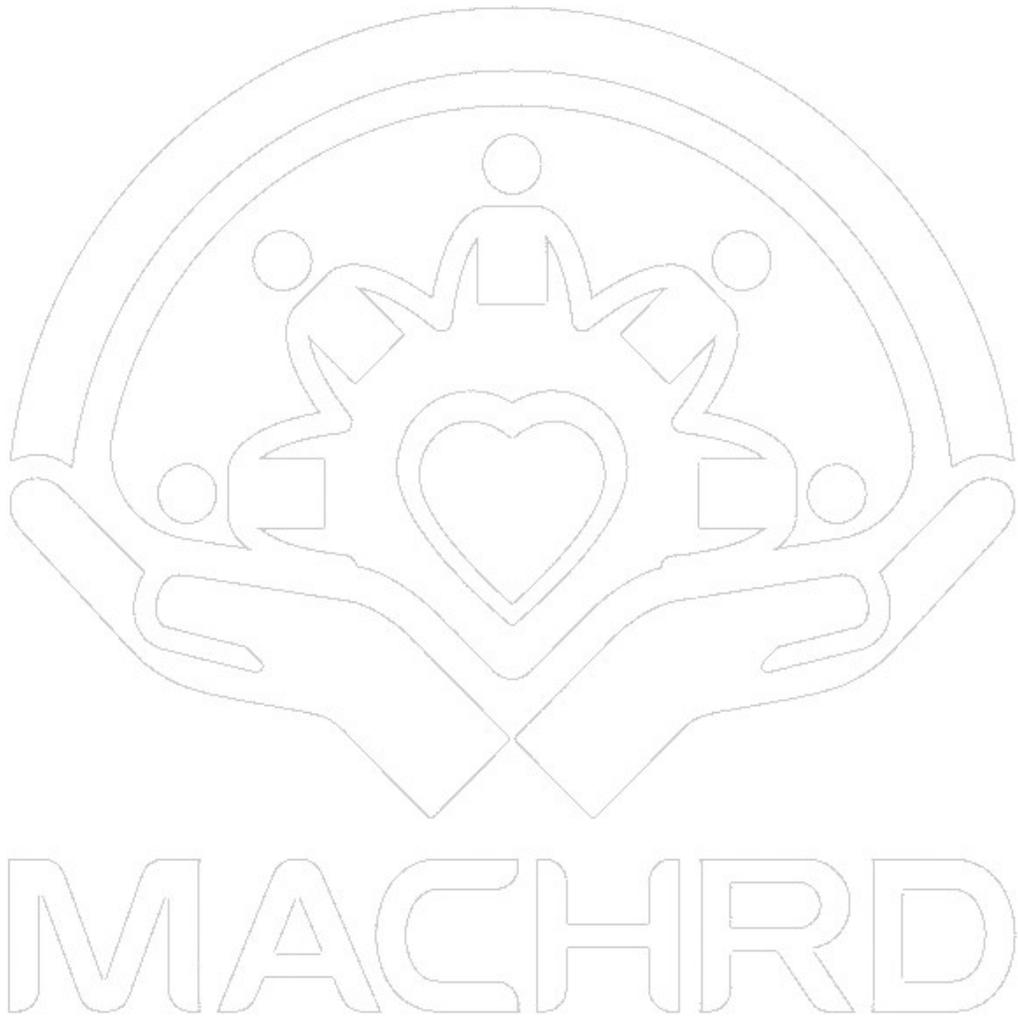
MACHRD might consider consulting experts when featuring anti-social, harmful or illegal activity amongst children, such as illegal drug use, sexual abuse, and bullying about the best way of approaching interviews and minimizing distress.

It is also often advisable to have a third party present, such as a relative, family friend, or teacher, when sensitive issues are being discussed with a child. This ensures there is someone there who is familiar to them and who can help safeguard their interests.

**Anonymity**

Difficult ethical issues arise when one considers whether identification or anonymity of children is in their best long-term interest. One should not normally identify children, unless there is a clear editorial justification. Always seek advice from MACHRD's Child Protection focal point if one is unsure how to proceed.

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**ANNEXURE IV**

**GUIDELINES FOR MEDIA**

MACHRD has policy so that abuse is not perpetrated or compounded by anyone that interacts with children via MACHRD.

**Communication and Child protection**

Media communication is a wonderful opportunity to share MACHRD's work. To protect both good-intentioned journalists and children, journalists should inform MACHRD in advance before interviewing children. Visitors should not exchange contact details with any children while visiting.

All MACHRD's staff and community are trained on Child Protection. So visiting journalists should check with MACHRD staff in any situation where they are uncertain of what behavior is appropriate or if they want to report a concern.

**UNDERTAKING**

**Related to photos/videos and other image, I will always:**

*Obtain the consent of the child and his/her parents or guardians before taking any photographs;*

*Take and use photographs and image of children that are dignified and respectful and that do not present them as victims. Image will not depict children in a vulnerable or submissive suggestive;*

*Ensure that children should be adequately clothed in photographs and not in poses that could be misinterpreted as sexually suggestive;*

*Protect the safety and privacy of children and their families by not using their full names, not using their images on the internet without explicit consent, and not using them in any way in which their location could be identified or their confidentiality or dignity could be breached.;*

*Not use the photographs I take of children and MACHRD assisted communities to benefit financially.*

*The photographs I take during my visit will be used for media purposes as a journalist.*

*To ensure children's privacy is protected, I will send the articles I write and/or photos I take concerning images of MACHRD and the children to MACHRD's PR team for confirmation before it is/they are released. Otherwise, I will take the full responsibility if any information is accused of being reported wrongly and MACHRD holds the right to apply to the court.*

**I say NO to child abuse. I have read, understood and will abide by the child protection policy.**

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**Signatures from Media / MACHRD staff/ MACHRD's Partner staff**

**Media Visitor: Name & Publication**

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**Signature**-----

**Country / State**-----

**Date**-----

**CONSENT FORM**

**For parent/ guardian on the child’s interview**

I give permission for my child/ children to be interviewed by media visitors from MACHRD about the child’s life.

I am fully informed by MACHRD of what this interview means and the responsibilities of participation.

I grant permission to MACHRD to interview, photograph and/or film my child and to use the information, photographs and films for the purpose of publicity, for example, in the organizational reports, books, national and international newspapers, websites, radios and televisions.

I understand that if at any time I am not happy with my child being interviewed or with resulting publicity, I may withdraw my child from the interview or request the withdrawal of future appearances on any publicity materials after my change of decision

I certify that I am the parent or guardian of the child.

Name of child -----

Name & Signature of parent/ guardian -----

Signature of Partner Representative-----

Date-----

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## ANNEXURE- V

### CHILD PROTECTION OPERATIONAL GUIDELINE Code of Conduct-Staff

#### ***To protect children from abuse and sexual exploitation***

Majhipara Ambedkar Centre for Human Research and Development (MACHRD) commits itself to creating and maintaining an environment which promotes its core values and prevents abuse and sexual exploitation. MACHRD's staff and partners are expected to contribute to building a harmonious workplace based on team spirit, mutual respect and understanding. All MACHRD's staff and partners are expected to uphold the dignity of those we serve, by ensuring that their personal and professional conduct with clear boundaries, is of the highest standard at all times in a manner consistent with their role as MACHRD's representatives and a positive role model to children.

MACHRD strongly condemns all kinds of physical, sexual, emotional or psychological abuse and exploitation. These constitute acts of gross misconduct and are therefore grounds for termination of employment. All relevant legal steps will be taken corresponding to the legal and social conditions of the local situation.

MACHRD's Code of Conduct requires all MACHRD's staff to comply with the following behavioral protocols and expectations:

1. Treat children with respect regardless of Caste, gender, language, religion, political, national, ethnic or social origin, disability, birth or other status and recognizing their right to personal privacy.
2. MACHRD's staff may not engage in any form of physical punishment/discipline of children, harassment, discrimination, physical or verbal abuse, intimidation, favoritism or exploitative sexual relations.
3. Physical contact (touching) with children should only be in response to the need of the child and with their permission. Ensure your actions are open and non-secretive.  
Do not do things for children of a personal nature that they can do for themselves and do not hold, kiss, cuddle or touch a child in an inappropriate, unnecessary or culturally insensitive way (Remember that someone else may misinterpret your actions, no matter how well intentioned).
4. Refrain from hiring children for domestic or other labour which is inappropriate given their age or developmental stage.
5. Do not use inappropriate, offensive or discriminatory language when speaking with a child. Never make suggestive remarks or gestures, even in fun.
6. Be aware of situations that may present risks and proactively develop strategies to create safeguards to protect the interests, safety and wellbeing of children.
7. MACHRD's staff must comply with all relevant country's legislations, for an example Juvenile Justice (Care and Protection of Children) Act, 2000 as amended in 2006, Child Labour (Prohibition and Regulation) Act, 1986, Bonded Labour System (Abolition) Act, 1976 including various provisions regarding children in Indian Constitution. Various International instruments like UNCRC Convention on the Rights of the Child, United Nations Rules for the Protection of Juvenile Justice, 1985 (the Beijing Rules) and United Nations Rules for the Protection of Juveniles Deprived of their Liberty (1990) and others be complied with.
8. MACHRD's staff are expected to behave in accordance with MACHRD's values at all times.

I have carefully read the Code of Conduct and agree that I understand that the onus is on me, as a person engaged by MACHRD to use common sense and avoid actions or behaviours that could be construed as child abuse when implementing MACHRD's programs.

Signed by: \_\_\_\_\_

Date \_\_\_/\_\_\_/\_\_\_

Name: (please print) \_\_\_\_\_

## ANNEXURE- VI

### Child Protection Operational Guideline Code of Conduct - Partners

#### ***To protect children from abuse and sexual exploitation***

MACHRD commits itself to creating and maintaining an environment which promotes its core values and prevents abuse and sexual exploitation. MACHRD and partners are expected to contribute to building a harmonious workplace based on team spirit, mutual respect and understanding. Hence MACHRD's partners are expected to uphold the dignity of those we serve, by ensuring that their personal and professional conduct with clear boundaries, is of the highest standard at all times in a manner consistent with their identity as MACHRD's partners and a positive role model to children.

MACHRD strongly condemns all kinds of physical, sexual, emotional or psychological abuse and exploitation. These constitute acts of gross misconduct and are therefore grounds for termination of partnership.

MACHRD's Code of Conduct requires all MACHRD's partners to comply with the following behavioral protocols and expectations:

1. Treat children with respect regardless of Caste, gender, language, religion, political, national, ethnic or social origin, disability, birth or other status and recognizing their right to personal privacy.
2. Partners may not engage in any form of physical punishment/discipline of children, harassment, discrimination, physical or verbal abuse, intimidation, favoritism or exploitative sexual relations.
3. Physical contact (touching) with children should only be in response to the need of the child and with their permission. Ensure your actions are open and non-secretive. Do not do things for children of a personal nature that they can do for themselves and do not hold, kiss, cuddle or touch a child in an inappropriate, unnecessary or culturally insensitive way (Remember that someone else may misinterpret your actions, no matter how well intentioned).
4. Refrain from hiring children for domestic or other labour which is inappropriate given their age or developmental stage.
5. Do not use inappropriate, offensive or discriminatory language when speaking with a child.
6. Never make suggestive remarks or gestures, even in fun.
7. Be aware of situations that may present risks and pro-actively develop strategies to create safeguards to protect the interests, safety and wellbeing of children.
8. Partners must comply with all relevant country's legislations in relation to children, for an example Juvenile Justice (Care and Protection of Children) Act, 2000 as amended in 2006, Child Labour (Prohibition and Regulation) Act, 1986, Bonded Labour System (Abolition) Act, 1976 including various provisions regarding children in Indian Constitution. Various International instruments like UN Convention on the Rights of the Child, United Nations Rules for the Protection of Juvenile Justice, 1985 (the Beijing Rules) and United Nations Rules for the Protection of Juveniles Deprived of their Liberty (1990) and others be complied with.

I/We have carefully read the Code of Conduct and discussed its contents with others in the organization in order to understand it clearly. I/We must comply with the Child Protect Policy of MACHRD and I/we am aware that MACHRD expects our organization to uphold at all times the standards of behaviour described in the Code of Conduct.

I/We also understand that non-compliance can results into termination of partnership.

Signed by: \_\_\_\_\_

Date \_\_\_/\_\_\_/\_\_\_

Name: (please print) \_\_\_\_\_

**ANEEXURE- VII**

**REPORTING FORMAT**

**Part I - *About You (Informer)***

Name: .....

Your Role in MACHRD.....

Details of any other organization involved.....

Your relationship to the concerned child .....

*(Your identity as an informer will be kept confidential. In spite of that if you may, for personal reasons, not want to disclose your identity, you are requested to cooperate fully in sharing the rest of the following information.)*

**Part II - *About the child***

Sex.....

Age.....

Address.....

Who does the child or young person live with? .....

**Part III - *About your concern***

*Please give as much detail as you can regarding your concern of abuse or danger to a child. Eg of details could be related to*

- a) Did a child disclose abuse? .....
- b) Was abuse observed or suspected? .....
- c) Nature of concerns/allegation.....
- d) Date, time, & place of any incident(s).....
- e) Observation made by you  
(Child's emotional status, physical evidence).....
- f) Write down/share exactly what the child said and what you said.....

Any other relevant information.....

g) Were other children involved, aware? .....

h) Have you reported this to the parents or caregiver or any other child protection personnel or agencies? .....

i) Time and date of reporting.....

j) Person(s) to whom report was made.....

k) Advice given.....

l) Action taken.....

**Alleged Perpetrators details: (complete as much as possible if known)**

Name: \_\_\_\_\_ Nationality \_\_\_\_\_

Address/Current Location: \_\_\_\_\_

Language/s spoken \_\_\_\_\_ Age: \_\_\_\_\_ Sex: Male/Female Relationship to victim: \_\_\_\_\_

Occupation: \_\_\_\_\_ Employer \_\_\_\_\_

Any other details (including physical description) :

**Current Safety of the child? (Include any immediate safety concerns such as access of perpetrator to the safety within the family, any emergency needs)**

Has any emergency medical or other support been required? If so what was provided, when and by whom? *(Include any immediate safety concerns such as access of perpetrator to the safety within the family, any emergency needs)*

Does the report or presentation of the child (if present) suggest emergency medical attention is needed?

Who else knows? *(e.g. other agencies, family members, other individuals)*

Actions taken to date? *(e.g. referral to the police, social welfare etc)*

Completed by (name and sign): ..... Date .....

Signed off by reporter: ..... Date.....

(SECRETARY) MACHRD (PRESIDENT)